

Acting Comptroller

CONFIDENTIAL

17 NOV 1975

Chief, Technical Accounting Staff

Reimbursement Procedure for Penalty Mail

REFERENCE: Staff Study on this Subject, dated 12 October 1975,
Prepared by this Office

1. In the staff study referred to above, it was proposed that this Office investigate further the possibility of using a single reimbursement procedure for all Agency mailings (mailings under penalty indicia, other official mailings including air mail, parcels over 4 pounds, etc.) where "security" is not a consideration.
2. The recently accepted reimbursement procedure covers all mailings under penalty indicia.
3. This Agency has no significant volume of overt mailings of parcels over 4 pounds and consequently we believe it is reasonable to continue to use postage on all such mailings.
4. The proposal of the Post Office Department for including air mail in the single reimbursement procedure apparently contemplates the extension of the penalty indicia principle to air mail. This of course would limit the application of such a procedure to overt mailings of the Agency. Based upon our review of the matter, there is only one area in which, in our opinion, there is a sufficient volume of air mail being used to warrant consideration of adopting a "penalty indicia" procedure. 25X
on a regular basis a volume of mail requiring annual postage of approximately \$30,000. Each piece of this mail must be weighed, involving an estimated annual cost of about \$200. The tentative proposal of the Post Office Department would not require weighing except on a "test" basis at periodic intervals.
5. We believe the savings and the added convenience of using penalty indicia envelopes would make it advantageous to this Agency to extend the reimbursement procedure to cover 25X
mailings via airmail at such times as the Post Office Department makes known the specifics of its proposal. The adoption of the proposal, incidentally, will require formal clearance with the Security Office, since these mailings do not now bear the designation "Official Business." We understand informally there is no apparent reason which would preclude adding this designation.

CONFIDENTIAL

JOB NO. _____ FILE NO. _____ DOC NO. 7 NO CHANGE
IN CLASS _____ TO: TS S (C) RET. JUST. 22
NEXT REV DATE 89 26/12/79 REVIEWER _____ TYPED DOC. 02
NO. PGS 3 CREATION DATE _____ ORG COMP 09 OF 58 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 703

CONFIDENTIAL

6. We propose to defer further action on this matter until the Post Office Department proposal becomes specific and we can inform the Security Office of the exact format of the return address and the penalty indicia language as a basis for requesting its approval of the change. TAS will maintain a follow up to ensure appropriate action on this matter at the earliest practicable date.

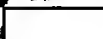


25

TAS/HML/acl (15 November 1975)

Orig. & 1 - Addressee

1 - Administrative Staff, OL

1 - Administrative Staff 

1 - 

1 - TAS Subject Return

1 - TAS Chrono

1 - TAS Reading

25X1

25

CONFIDENTIAL

- 2 -

DATE:

17 November 1955

INDEX:

CONFIDENTIAL

25X1

Regulation

TO:

Acting Comptroller

FROM:

Chief, Technical Accounting Staff

SUUMMARY:

Reimbursement Procedure for Penalty Mail

FILED:

PROCEDURE - Penalty Indicia ✓

INDEXER:

25X1

REMARKS:

CONFIDENTIAL